# QMC&S

# Enlisted Aide Training Course (EATC) Presentation

**September 12, 2016**

*Army Center of Excellence, Subsiste*

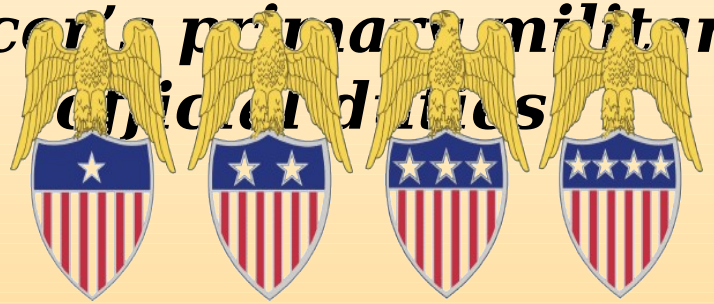
# *Objectives*

- Regulations, Duties, and Directives
- Classes
  - Program of Instruction (POI)
  - Students – Numbers and Feedback
- Status of products
  - Course Handbook
  - Overview
  - DVD
- Recruiting
- Joint Interest and Demand
- Updating Regulations
- Next Steps

# DoD Directive 1315.9

**Defines the policy for use of enlisted aides by all branches o**

***Enlisted aides are authorized for the purpose of relieving general and flag officers of those minor tasks and details, which, if performed by the officers, would be at the expense of the officer's primary military and official duties***



# ENLISTED AIDE DUTIES AR 614-200

- Assist with the care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment.
- Perform as point of contact (POC) in the GO's quarters. Receive and maintain records of telephone calls, make appointments, and receive guests and visitors.
- Help plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties, and dinners.
- Help to purchase, prepare, and serve food and beverages in the GO's quarters.
- Perform tasks that aid the officer in the accomplishing military and official responsibilities, to include performing errands for the officer, providing security for the quarters, and providing administrative assistance.

# *HQDA DIRECTIVE*

Develop a formal, standardized program that appropriately **selects**, **trains**, and **manages** Enlisted Aides (EAs).

# *Entertaining*

**Living Room**

**Table Set for Formal Dining**

**Kitchen**

**Butler Pantry**

# TRADOC Commanders Quarters

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# Carlisle Barracks

# SACEUR’s Residence, SHAPE Belgium
# Chateau Gendebien

# *On The Road*

# Course

- POI – 2 Week Program
  - Enlisted Aide Attributes & Interpersonal Skills
  - Duties and Responsibilities - the Cohesive Unit
  - Security, Counter-Terrorism and COMSEC
  - Administration
  - General Officer Unifo
  - Preparation for the Fi
  - Daily Food Service
  - Official Social Events
  - Protocol & Etiquette
  - Quarters Maintenanc

# Classes

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# Course Materials

- EA Web
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- Course
- Army E
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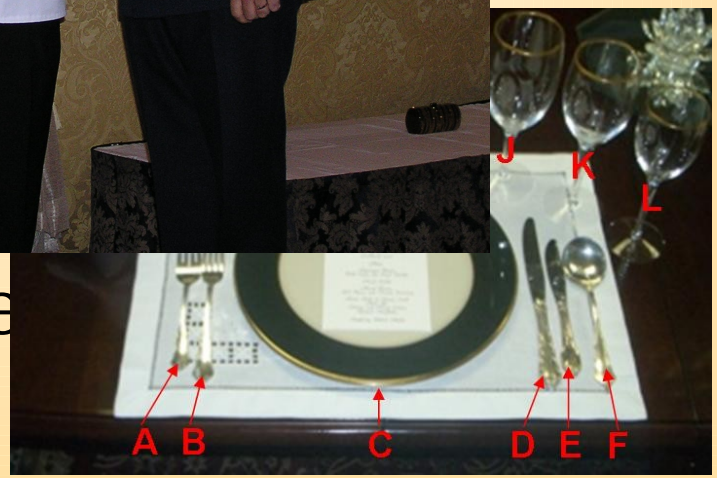
- EA PDN
- Overvie
- Career Map redefine
- DVD



# *Recruiting*

EA MISSION STATEMENT

- *Enlisted Aides are assigned to serve in a GOs residence to create & maintain an environment suitable for the GO to conduct official business, and to entertain dignitaries and heads of state in order to secure those opportunities which better provide for the security of our nation.*

- Briefs given to all classes BNCOC, ANCOC, WOAC

# EATC WEB SITE

http://www.quartermaster.army.mil/aces/programs/aide/enlisted_aide.html

Enlisted Aide - Microsoft Internet Explorer
Food Service Programs
The Army Enlisted Aide Training Course
Home | Connelly Program | Culinary Arts Program | USACAT | FMAT | Enlisted Aide
Course Information
Course Schedule
16 May through 27 May, 2005
Links
Advanced Culinary Skills Training Course
AR 614-200
Department of the Army Protocol Directorate
US Army Human Resources Command Enlisted Aide Program
Additional Links
Messages
Enlisted Aide
Introduction to the Army Enlisted Aide Training Course: The US ARMY QUARTERMASTER CENTER AND SCHOOL, FT LEE, VA now offers an Enlisted Aide Training Course (EATC). This course will follow and run in conjunction with the Advanced Culinary Skills Training Course.
AR 614-200, Enlisted Assignments and Utilization Management, 15 July 2004, Chapter 8, Paragraph 8-11, prescribes the policies and personnel management procedures for selection, training, assignment, utilization, and control of soldiers as enlisted aides on the personal staff of general officers. Normally, soldiers in PMOS 92G are assigned as enlisted aides. However, volunteers may be assigned from a different MOS to the position if specifically requested by a general officer.
Personnel interested volunteering for the Enlisted Aide Program are encouraged to apply by submitting a DA Form 4187 to Cdr, HRC, ATTN: AHRC-EPZ-Q, 2461 Eisenhower Ave., Alexandria, VA 22331. Forward grade, full name, SSN and MOS with all e-mail requests. Applicants must thoroughly read and understand AR 614-200, Chapter 8, Paragraph 8-11. US Army Human Resources Command Enlisted Aide Program
COURSE DESCRIPTION
The Enlisted Aide Training Course (EATC) will provide training for select food service personnel for assignment as an enlisted aide serving on the staff of a General Officer in his assigned government quarters. This course will provide advanced techniques and skills required for assignment to include lessons defining and developing: the attributes, duties and responsibilities of an enlisted aide; Interpersonal skills; Security, crime prevention, counter terrorism and comsec; Administration; General Officer uniforms and equipment; Preparation for the field; Daily food operations; Official social events; Quarters maintenance; and Grounds maintenance.
The EATC provides the groundwork for a challenging and rewarding career to the most skilled food service personnel. The EATC is an intense hands-on course taught at an accelerated rate and designed to provide the nominated enlisted aide with the skills necessary for success. The course is technical skills oriented and focuses on determining the requirements and specific needs to correctly and completely manage the General Officer's household. Graduates from the EATC will leave with the knowledge that they have the tools required to fulfill the needs of the position to which they are assigned.
Enlisted Aide
Duties
The duties of an Enlisted Aide generally vary since their duties are tailored to the needs of each General Officer, however, most enlisted aides perform the following types of duties:
• Maintaining the General Officer's uniforms
• Arranging official social events
• Meal Preparation, to include menu planning and shopping
• Administrative duties and record keeping
• Quarters maintenance to include daily routine tasks and seasonal requirements
• Perform tasks that aid the officer in accomplishing military and official responsibilities
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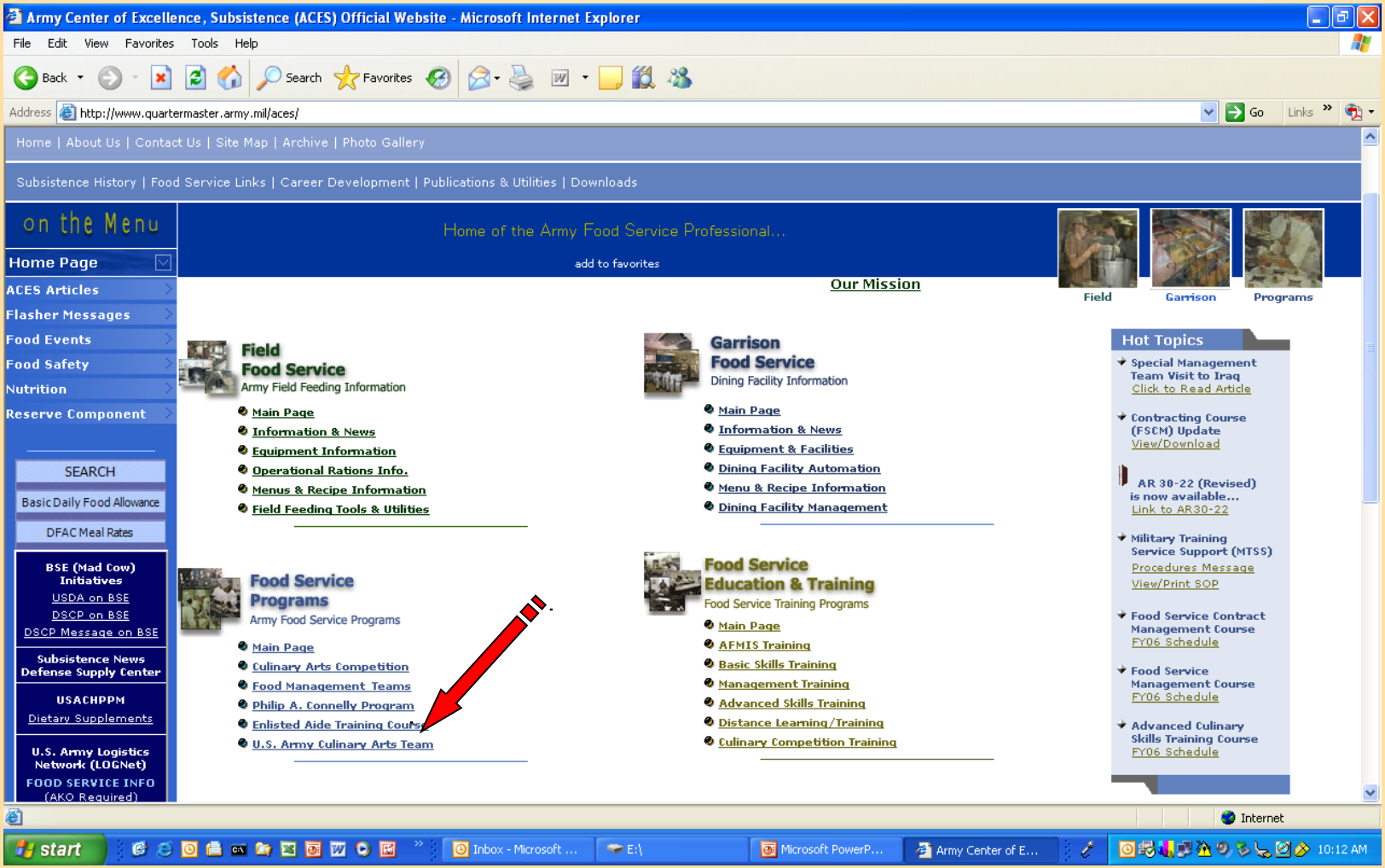
Microsoft PowerPoint ...
Enlisted Aide - Micros...
9:47 AM

# ACES WEB SITE

http://www.quartermaster.army.mil/aces



# *Joint Interest*

- Navy IG
- Navy Support Command
- Navy Personnel Command
- HQ USMC
- Air Force EA Program, AFSLMO
- Coast Guard Special Command Aide Program
- Joint Center of Excellence for Culinary Training

# *Updating Regulations*

- Vast amount of input from GO Spouses and EAs (active and retired)
- Updates to AR 614-200 include
  - Qualifications and requirements
  - Duties and expectations
  - Photo and uniform references
  - Training requirements

# *Next Steps*

- All EAs must attend EATC
- All GOs must understand the importance of their EAs attendance in this course
- Develop conferences and continuing education
- Develop EA Uniform Policy

# Enlisted Aide Training Course Update

## Questions - Comments